



**COUNTY OF LOS ANGELES
DEPARTMENT OF AUDITOR-CONTROLLER**

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December 22, 2009

TO: Supervisor Gloria Molina, Chair
Supervisor Mark Ridley-Thomas
Supervisor Zev Yaroslavsky
Supervisor Don Knabe
Supervisor Michael D. Antonovich

FROM: Wendy L. Watanabe
Auditor-Controller

SUBJECT: **STATUS OF CONTRACT MANAGEMENT REPORTING IN eCAPS**

This memo provides an update on the County departments' progress in maintaining updated contract data in eCAPS. On March 18, 2009, we informed your Board that, at the request of Supervisor Gloria Molina, the Auditor-Controller developed and implemented 13 new contract management reports. These reports are designed to assist County contract managers and finance personnel in eliminating retroactive contracts, in accessing accurate budget and expenditure data for fiscal controls, and in planning more efficiently in the contract administration area. We also informed you that we will monitor County departments' progress in cleaning up the existing contract database.

During the past several months, we urged departments to maintain accurate contract information in eCAPS and to correct three deficient areas noted in the monthly contract management reports. Departments have achieved significant progress in all three areas. Statistically, the number of contracts "without contract end dates" has been reduced by 86%; the number of "expired contracts" remaining in the database has been reduced by 66%; and the number of contracts "without budget amounts" has been reduced by 83%. The importance of these improvements is that the database contains accurate contract information which allows departments to more effectively monitor their contracts.

Attached are two charts that summarize the progress by department from March 1, 2009 (when we implemented the new contract procedures and reports) through November 30, 2009. Though the overall exception count has been reduced and most

departments have performed very well, certain departments still have not achieved the desired progress. The Auditor-Controller and the Chief Executive Office will continue to monitor the departments' efforts to update the contracts in eCAPS and reduce the number of contracts with exceptions.

I will provide your Board another update on the departments' progress in maintaining and monitoring contract data in eCAPS in six months.

WLW:MMO:RAD:GS

Attachments

- c: Department Heads
- Deputy Chief Executive Officers
- Audit Committee
- Public Information Office

eCAPS Contract Management Reporting
CONTRACT DEFICIENCY STATISTICS SUMMARY
As of November 30, 2009

Month	Contracts Without End Dates	% Improvement	Expired Contracts	% Improvement	Contracts With Zero Dollar Budget	% Improvement
FEBRUARY 09	7,457	N/A	3,897	N/A	4,394	N/A
MARCH 09	5,143	31%	3,120	20%	3,445	22%
APRIL 09	5,130	0%	3,087	1%	3,463	-1%
MAY 09	3,858	25%	3,032	2%	2,956	15%
JUNE 09	3,140	19%	5,212	-72%	2,725	8%
JULY 09	2,985	5%	4,722	9%	2,848	-5%
AUGUST 09	2,641	12%	4,501	5%	2,585	9%
SEPTEMBER 09	2,635	0%	4,626	-3%	2,609	-1%
OCTOBER 09	2,144	19%	2,119	54%	1,586	39%
NOVEMBER 09	1,079	50%	1,322	38%	745	53%
Total Change (1)	(6,378)	86%	(2,575)	66%	(3,649)	83%

(1) Represents the increase (reduction) of contracts in each deficiency category from February 2009 to November 2009 and the percentage of improvement.

eCAPS Contract Management Reporting
CONTRACT DEFICIENCY STATISTICS by DEPARTMENT
As of November 30, 2009

Department	Contracts Without End Dates			Expired Contracts			Contracts With Zero Dollar Budget		
	Feb 09	Nov 09	% Improvement	Feb 09	Nov 09	% Improvement	Feb 09	Nov 09	% Improvement
Affirmative Action Compliance	1	0	100%	0	0	N/A	0	0	N/A
Agric Comm/Wts & Measures	54	39	28%	37	37	0%	0	0	N/A
Animal Care And Control	1	0	100%	1	0	100%	1	0	100%
Assessor	5	0	100%	0	0	N/A	1	0	100%
Auditor-Controller	2	0	100%	0	0	N/A	0	0	N/A
Beaches & Harbors	22	0	100%	12	5	58%	11	1	91%
Board Of Supervisors	68	0	100%	65	0	100%	84	0	100%
CC - County Counsel	10	0	100%	7	1	86%	5	0	100%
CC - Judgments & Damages	4	0	100%	0	0	N/A	0	0	N/A
CEO - Budget & Operations Management Branch	4	0	100%	2	0	100%	3	1	67%
CEO - Capital Projects	120	120	0%	1	3	-200%	81	81	0%
CEO - Chief Executive Office	42	18	57%	110	43	61%	39	29	26%
CEO - Facility Asset Management (FAM)	2	0	100%	0	1	-100%	1	0	100%
CEO - Federal / State Disaster Aid	18	18	0%	0	0	N/A	18	18	0%
CEO - Insurance Budget	2	0	100%	0	0	N/A	1	0	100%
CEO - Office of Emergency Management	0	0	N/A	0	0	N/A	0	0	N/A
CEO - Project & Facility Development	13	13	0%	11	11	0%	4	4	0%
Chief Information Office	14	9	36%	4	2	50%	2	1	50%
Child Support Services	15	0	100%	11	0	100%	8	0	100%
Children & Family Services	340	2	99%	329	392	-19%	350	17	95%
Community and Senior Services	1,604	0	100%	59	0	100%	66	0	100%
Consumer Affairs	1	0	100%	1	0	100%	1	0	100%
Department Of Coroner	12	0	100%	2	1	50%	2	0	100%
District Attorney	7	7	0%	6	6	0%	8	8	0%
Fire Department	92	3	97%	0	33	-3300%	238	215	10%
HS - Health Services Excl Hospitals	2,073	571	72%	1,476	244	83%	583	264	55%
HS - Juvenile Court Health Services	16	10	38%	6	8	-33%	15	9	40%
HS - Office Of Managed Care	85	0	100%	12	5	58%	170	0	100%
Coastal Cluster (Harbor/UCLA MC)	47	0	100%	78	8	90%	137	0	100%
Northeast Cluster (LAC+USC)	93	39	58%	251	144	43%	185	61	67%
SFV Cluster (Olive View/UCLA MC)	190	158	17%	177	94	47%	31	15	52%
South/West Network Hosp	198	0	100%	82	3	96%	120	0	100%
Southwest Cluster (MLK Jr MC)	180	0	100%	63	6	90%	125	0	100%
Human Resources Dept	18	0	100%	9	0	100%	1	0	100%
Internal Services Dept	110	0	100%	58	3	95%	45	0	100%
Mental Health	800	0	100%	397	0	100%	1,774	2	100%
Military & Vets Affairs	1	0	100%	0	0	N/A	1	0	100%
Museum Of Art	0	0	N/A	1	0	100%	0	0	N/A
Museum Of Natural History	0	0	N/A	2	0	100%	1	0	100%
Office Of Public Safety	15	0	100%	1	0	100%	7	0	100%
Parks & Recreation Department	117	1	99%	104	24	77%	11	1	91%
PH - Alcohol and Drug Program Administration	244	0	100%	8	0	100%	2	0	100%
PH - Children's Medical Services	1	0	100%	1	0	100%	0	0	N/A
PH - Office of AIDS Programs & Policy	270	0	100%	26	20	23%	0	0	N/A
PH - Public Health Programs	176	0	100%	15	0	100%	5	0	100%
Probation Department	44	45	-2%	166	163	2%	10	10	0%
Public Defender	6	0	100%	5	0	100%	0	0	N/A
Public Library	32	3	91%	13	5	62%	2	0	100%
Public Social Services Dept	12	0	100%	84	4	95%	7	0	100%
Public Works Department	18	1	94%	106	5	95%	1	0	100%
Regional Planning Department	4	2	50%	3	0	100%	0	0	N/A
Registrar Recorder	28	0	100%	9	0	100%	17	0	100%
Sheriff	208	3	99%	73	37	49%	216	4	98%
Superior Court & County Clerk	1	1	0%	1	1	0%	2	2	0%
Treasurer & Tax Collector	17	16	6%	12	13	-8%	2	2	0%
Total	7,457	1,079	86%	3,897	1,322	66%	4,394	745	83%